

## Attachment 3

### **Senior Staff Position Descriptions:**

**Commander:** The Commander has overall responsibility for managing the activity by objectives, planning strategies, and implementing tactics.

**Liaison Officer** - The Liaison serves as the primary contact for supporting agencies assisting at an incident.

**Safety Officer** - The Safety Officer monitors safety conditions and develops measures for assuring the safety of all activity personnel.

**Operations Officer** - The Operations Officer is tasked with directing all actions to meet the incident objectives. Establishes the tactics and directs all operational resources. Responsible for developing and implementing strategy and tactics to carry out the incident objectives. This means organizing, assigning, and supervising all of the tactical field resources assigned to the activity. Operations officer works closely with staff

**Camp Commander** – works with C/Command staff to set-up and organizing campgrounds and establishing campground guidelines.

**Chief Tactical Officer** – oversees and mentors Tactical Officer staff.

**Recruitment Officer** – sets-up and manages CAP recruitment booth at activity.

**Administration/Finance Officer** - The Finance/Admin. Officer is tasked with administering activity personnel records, maintaining documentation, and tracking activity related costs. Specific responsibilities include collecting, reviewing and ensuring activity applications are complete, notifying appropriate staff of special food or medical concerns, creating and maintaining activity roster, managing check in and check out process, and creating participant certificates.

**Logistics Officer** - The Logistics Officer is tasked with providing all resources, services, and support required by the activity -- ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies. Logistics Section is responsible for all of the services and support needs, including: Setting up and maintaining activity facilities, plus oversees:

**Mess Ops:** Setting up food services. Responsible for providing meals and drinking water for activity personnel, and obtains the necessary equipment and supplies to operate food services.

**Transportation Officer:** Providing support transportation. Specific responsibilities include Securing use of CAP vans, assigning CAP licenses drivers, arranging personnel transport to support the activity.

**Medical Officer:** Providing medical services to incident personnel. Develops the Medical Plan provides first aid and light medical treatment for personnel assigned to the incident, and prepares procedures for a major medical emergency.

**Public Affairs Officer** - The Public Affairs Officer records CAP activity at airfest, takes photos and prepares written articles for submission to FLWG newsletter and other appropriate media sources. Article submission is through the standard PAO approval chain.

**Communications Officer** - tasked with arranging communication resources, distribution and maintenance of communication equipment. Establishes adequate communications required by the activity including assigning tactical call signs and using proper frequencies. Important considerations related to communications include:

- Observing strict radio/telephone procedures.
- Using plain English in all communications.
- Limiting radio and telephone traffic to essential information only. Plan what you are going to say.
- Following procedures for secure communications as required.